

**2010-11 Survey Materials****Graduation Rates Supplemental**

date: 2/16/2011

**Form: Graduation Rates Supplemental form for 4-year institutions**

## Screening Question

**Does this institution have additional data to report on completers or transfers out of long programs for the 2002 cohort?***If you answer **Yes** to this question, you will be required to finish the survey*☐

No

☐

Yes

Total number of students in long programs from 2008-09

From Bachelor's sub-cohort

From other sub-cohort

Section II - GRS supplemental - Completers within 150%

Subcohort of full-time, first-time students seeking a bachelor's or equivalent degree					
Cohort year 2002					
	Bachelor's or equivalent degree-seeking subcohort	Subcohort students who completed their program within 150% of normal time to completion			Total completers within 150%
		Completers of programs of <2-yrs	Completers of programs of 2<4-yrs	Completers of bachelor's or equivalent degrees	
	(10)	(11A)	(12A)	(18A)	(29A)
Men					
Nonresident alien				<input type="text"/>	
Black, non-Hispanic				<input type="text"/>	
American Indian/Alaska Native				<input type="text"/>	
Asian/Pacific Islander				<input type="text"/>	
Hispanic				<input type="text"/>	
White, non-Hispanic				<input type="text"/>	
Race and ethnicity unknown				<input type="text"/>	
Total men					
Women					
Nonresident alien				<input type="text"/>	
Black, non-Hispanic				<input type="text"/>	
American Indian/Alaska Native				<input type="text"/>	
Asian/Pacific Islander				<input type="text"/>	
Hispanic				<input type="text"/>	
White, non-Hispanic				<input type="text"/>	
Race and ethnicity unknown				<input type="text"/>	
Total women					

## Section II - GRS supplemental - Transfers/exclusions

Subcohort of full-time, first-time students seeking a bachelor's or equivalent degree					
Cohort year 2002					
	Bachelor's or equivalent degree-seeking subcohort	Total completers within 150%	Total transfer-out students (non-completers)	Total exclusions	Non-completers still enrolled and non-completers not enrolled
	(10)	(29A)	(30)	(45)	(49)
<b>Men</b>					
<u>Nonresident alien</u>					
<u>Black, non- Hispanic</u>					
<u>American Indian/Alaska Native</u>					
<u>Asian/Pacific Islander</u>					
<u>Hispanic</u>					
<u>White, non- Hispanic</u>					
<u>Race and ethnicity unknown</u>					
<b>Total men</b>					
<b>Women</b>					
<u>Nonresident alien</u>					
<u>Black, non- Hispanic</u>					
<u>American Indian/Alaska Native</u>					
<u>Asian/Pacific Islander</u>					
<u>Hispanic</u>					
<u>White, non- Hispanic</u>					
<u>Race and ethnicity unknown</u>					
<b>Total women</b>					

## Section III - GRS supplemental - Completers within 150%

Subcohort of full-time, first-time students seeking other than a bachelor's degree					
Cohort year 2002					
	Other degree-seeking subcohort	Subcohort students who completed their program within 150% of normal time to completion			Total completers within 150%
		Completers of programs of <2-yrs	Completers of programs of 2<4-yrs	Completers of bachelor's or equivalent degrees	
	(10)	(11A)	(12A)	(18A)	(29A)
<b>Men</b>					
<u>Nonresident alien</u>					
<u>Black, non-Hispanic</u>					
<u>American Indian/Alaska Native</u>					
<u>Asian/Pacific Islander</u>					
<u>Hispanic</u>					
<u>White, non-Hispanic</u>					
<u>Race and ethnicity unknown</u>					
<b>Total men</b>					
<b>Women</b>					
<u>Nonresident alien</u>					
<u>Black, non-Hispanic</u>					
<u>American Indian/Alaska Native</u>					
<u>Asian/Pacific Islander</u>					
<u>Hispanic</u>					
<u>White, non-Hispanic</u>					
<u>Race and ethnicity unknown</u>					
<b>Total women</b>					

## Section III - GRS supplemental - Transfers/exclusions

**Subcohort of full-time, first-time students seeking other than a bachelor's degree**

	Other degree seeking subcohort	Total completers within 150%	Cohort year 2002		Non-completers still enrolled and non-completers not enrolled
			Total transfer-out students (non-completers)	Total exclusions	
	(10)	(29A)	(30)	(45)	
Men					
Nonresident alien					
Black, non-Hispanic					
American Indian/Alaska Native					
Asian/Pacific Islander					
Hispanic					
White, non-Hispanic					
Race and ethnicity unknown					
Total men					
Women					
Nonresident alien					
Black, non-Hispanic					
American Indian/Alaska Native					
Asian/Pacific Islander					
Hispanic					
White, non-Hispanic					
Race and ethnicity unknown					
Total women					

**2010-11 Survey Materials****GRS Supplemental - 4yr - Full instructions**

date: 2/16/2011

**Instruction****[Purpose of Survey](#)****[Changes in Reporting](#)****[Reporting Period Covered](#)****[Where to get help](#)****[Where data appears](#)****[Screening Question](#)****[Data Reporting Instructions](#)****Purpose of Survey**

The purpose of the Graduation Rate Supplemental Survey is to allow institutions to update the status of those students in 5-year bachelor programs. By going back and reporting their status after eight years, these students will have been given the full complement of 150% of normal time of completion as described in the Student-Right-to-Know Act.

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**Changes in Reporting**

There have been no changes implemented for the 2010-11 Graduation Rates Supplemental Survey.

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**Reporting period covered**

This report requests additional data on the 2002 cohort of full-time, first-time degree/certificate-seeking undergraduate students who were reported on your Graduation Rate Survey report in 2008.

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**Where to Get Help**

## IPEDS Data Collection Help Desk

Phone: 1-877-225-2568  
Email: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

## AIR Website

You can also consult the AIR website that contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools and other valuable resources.

## IPEDS Resources Page

In addition, the [IPEDS Resources Page](#) contains frequently asked questions, a link to the glossary, data tip sheets, an archive of survey instruments, information on the new race/ethnicity categories and other relevant information.

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## Where the Data Will Appear

Data collected through IPEDS will be accessible at the institution- and aggregate-levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

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## Data Reporting Instructions

### Screening Question

In order to make it easier for some institutions to report on the supplemental form, there is the following screening question:

**Does this institution have additional data to report on completers or transfers out of long programs for the 2002 cohort?**

If the institution answers "Yes", they will need to complete the rest of the survey. However, if they answer "No", they are not required to fill out anything else on this survey.

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## Data Reporting Instructions

### Preloaded Information

This report includes each of the Sections that you will need to update. Sections II and III include edited data from your 2008 GRS submission.

### General Instructions

Since this report collects supplemental information for the 2002 cohort of students you included on your 2008 Graduation Rate survey (GRS) form, all instructions for reporting additional information remain the same.

Please report additional completers by race/ethnicity and gender in the columns provided, so that a graduation rate can be calculated based on 150% of normal time for your institution's longest program.

### Section II – Full-Time, First-Time Students Seeking a Bachelor's or Equivalent Degree, Completers within 150% of Normal Time

**Report each student only once.**

Report the status of the 2002 subcohort of bachelor's or equivalent degree-seeking students **as of August 31, 2010**. Report all students by race/ethnicity and gender.

**Report only for full-time, first-time students seeking a bachelor's or equivalent degree. DO NOT** include students who transferred into your institution.

**Count completers only once and indicate the highest degree level attained.**

**Completed Bachelor's degree within 150% (18)** - In order to calculate a graduation rate to comply with Student Right-to-Know regulations, institutions can count as completers only those students who received their degree/certificate (or completed a transfer-preparatory program) within 150% of normal program time. See Glossary for definition of normal time to completion. Do not count as completers students who get their degree from another institution.

Enter the number of students who completed a bachelor's degree or equivalent program within 150% of normal time. Include completers of 5-year bachelor's degree programs only if they completed within 7-1/2 years.

**Total transfer-out students (30)** - Report the total number of students who transferred out of your institution (without a degree/award) within 150% of normal time to completion. Include students who transferred out of your institution and subsequently re-enrolled.

**Total exclusions (45)** - Indicate the total number of students who left your institution (and have neither graduated nor transferred to another institution) because of one of the following documented reasons:

1. The student is deceased or is totally and permanently disabled and thus unable to return to school.
2. The student left school to serve in the armed forces or was called up to active duty. (DO NOT include students already in the military who transfer to another duty station.)
3. The student left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps.
4. The student left school to serve on an official church mission.

**NOTE:** Students who leave the institution for one of the reasons noted in b, c, or d above, but return prior to the status date of August 31, 2010, may be subtracted from the cohort during the calculation of graduation rates.

### Section III – Full-Time, First-Time Students Seeking Other than a Bachelor's Degree, Completers within 150% of Normal Time

**Report each student only once.**



Report the status of the 2002 subcohort of students seeking other than a bachelor's degree **as of August 31, 2010**. Report all students by race/ethnicity and gender.

**Report only for full-time, first-time students seeking undergraduate degrees or certificates other than a bachelor's degree. DO NOT** include students who transferred into your institution.

**Count completers only once and indicate the highest degree level attained.**

**Completed Bachelor's degree within 150% (18A)** - In order to calculate a graduation rate to comply with Student Right-to-Know regulations, institutions can count as completers only those students who received their degree/certificate (or completed a transfer-preparatory program) within 150% of normal program time. See Glossary for definition of normal time to completion. Do not count as completers students who get their degree from another institution.

Enter the number of students who completed a bachelor's degree or equivalent program within 150% of normal time. Include completers of 5-year bachelor's degree programs only if they completed within 7-1/2 years.

**Total transfer-out students (30)** - Report the total number of students who transferred out of your institution (without a degree/award) within 150% of normal time to completion. Include students who transferred out of your institution and subsequently re-enrolled.

**Total exclusions (45)** - Indicate the total number of students who left your institution (and have neither graduated nor transferred to another institution) because of one of the following documented reasons:

1. The student is deceased or is totally and permanently disabled and thus unable to return to school.
2. The student left school to serve in the armed forces or was called up to active duty. (DO NOT include students already in the military who transfer to another duty station.)
3. The student left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps.
4. The student left school to serve on an official church mission.

**NOTE:** Students who leave the institution for one of the reasons noted in b, c, or d above, but return prior to the status date of August 31, 2010, may be subtracted from the cohort during the calculation of graduation rates.

### Calculation of Graduation and Transfer-out Rates

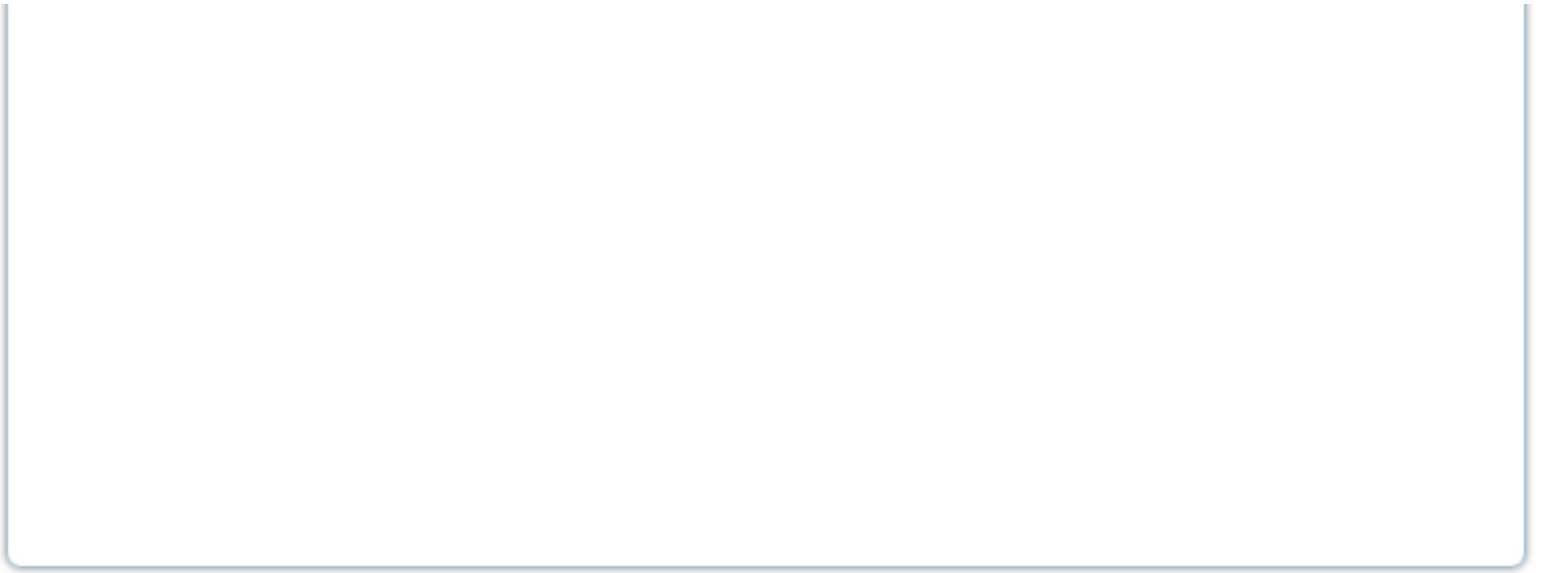
#### Worksheets

A worksheet recalculating the Student Right-To-Know completion/graduation and transfer-out rates of full-time, first-time degree/certificate-seeking undergraduates for the 2002 student cohort are provided as a convenience to the institution.

#### Privacy Issues With Disclosure

Before using the worksheets for disclosure, please consider the following:

The Family Educational Rights and Privacy Act of 1974 as amended (1998) (FERPA) requires that institutions not disclose information where students could be identified.



**2010-11 Survey Materials**

date: 2/16/2011

**Narrative Edits for Graduation Rates Supplemental form for 4-year institutions****Edit specifications for the 2010-11 IPEDS Web-Based Data Collection****Graduation Rate Supplemental Component****Applicable to 4-year completers who did not complete the Graduation Rates survey as required**

Note: The specifications in this document apply to the institutions listed above. Some sections and parts may not apply to your particular institution. Please read the specifications carefully to determine which sections and/or parts apply to your institution.

*All screens must be completed in order to lock the survey.*

Screening QuestionsSection I: CohortsSections II and III: Subcohort Data**Screening Questions**

You must respond to the following screening question:

- Does this institution have additional data to report on completers or transfers out of long programs for the 2002 cohort?
  - If you select **Yes**, you are required to finish the survey.

The above screening question is a critical data item. To lock this survey, this question must be answered.

[Top](#)**Section I: Cohorts**

The **Establishing Cohorts** screen displays a summary of your institution's **Revised cohort** (column 01), **Bachelor's or equivalent degree-seeking subcohort** (column 02), and **Other degree-seeking subcohort** (column 03) by race/ethnicity and gender for **Cohort year 2002**, as reported in your institution's 2008 Graduation Rates submission.

[Top](#)**Sections II and III: Subcohort Data**

Use Sections II and III to report data on the specified student subcohorts at the institution based on the descriptions below:

- Section II:** Report the status of the **Subcohort of full-time, first-time students seeking a bachelor's or equivalent degree** for **Cohort year 2002**.
- Section III:** Report the status of the **Subcohort of full-time, first-time students seeking other than a bachelor's or equivalent degree** for **Cohort year 2002**.

**Note:** **Section III** is only applicable if you reported students seeking a degree other than a bachelor's or equivalent degree on the **Establishing Cohorts** screen in **Section I**.

The following screens must be completed for **Section II** and **Section III** (if applicable to your institution):

### Completers within 150%

On this screen you must report the total number of **Completers of bachelor's or equivalent degrees** (column 18A) in the subcohort who completed their program within 150% of normal time to completion by race/ethnicity and gender.

Values for the subcohort (column 10), **Completers of programs of less-than-2 years** (column 11A), and **Completers of programs of at-least-two but less-than-four years** (column 12A) within 150% of normal time are preloaded from your institution's 2008 Graduation Rates submission.

In addition, columns 11A, 12A, and 18A are summed across each race/ethnicity and gender category to determine the **Total completers within 150%**.

### Transfers/Exclusions

On this screen, enter the number of **Total transfer-out students (non-completers)** (column 30) and **Total exclusions** (column 45) from the subcohort by race/ethnicity and gender.

The values from columns 30, 45, and the **Total completers within 150%** (column 29A) are summed across each race/ethnicity and gender category and subtracted from the subcohort (column 10) to determine the total number of **Non-completers still enrolled and non-completers not enrolled** (column 49).

The system will perform the following edits on the data entered:

- The total number of **Non-completers still enrolled and non-completers not enrolled** (column 49) must be greater than or equal to 0. To correct this value, the sum of **Total completers within 150%** (column 29A), **Total transfer-out students** (column 30), and **Total exclusions** (column 45) must not be greater than the subcohort (column 10).
- For **Total transfer-out students** (column 30), if the sum of **Men** plus **Women** is greater than 10, then the number of **Total transfer-out students** in column 30 is expected to be less than 40% of the total number of men and women in the subcohort (column 10).  
**Note:** Transfer-out students should ONLY include students who transferred out to another eligible institution. Do NOT include all non-completers here.
- For **Total exclusions** (column 45), if the sum of **Men** plus **Women** is greater than 10, then the number of **Total exclusions** in column 45 is expected to be less than or equal to 10% of the total number of men and women in the subcohort (column 10).  
**Note:** Exclusions should ONLY include students who died or were permanently disabled; or who left school to join the military, to serve with a foreign aid service of the federal government, or to serve on an official church mission. Do NOT include all non-completers here.
- An *explanation* must be provided if your institution reported having 0 **Non-completers** (column 49); and your institution reported having more than 100 men and women in the subcohort (column 10); and your institution reported having more than 10 **Total transfer-out students** (column 30).  
**Note:** Please verify that non-completers were not reported erroneously as transfer-out students (column 30) or exclusions (column 45).